

1.0 GENERAL

A Memorandum of Understanding has been promulgated between National Aeronautics and Space Administration (NASA, Requesting Agency) and the U.S. Office of Personnel Management (OPM, Performing Agency) to implement an interface between NASA and the OPM facility, Employee Express (EE). Employee Express allows current NASA employees, via an automated system, to access information about their personnel/payroll records and provides the ability to directly change the information which is within the employee's discretion. NASA has joined the Interagency Employee Express Task Force.

The NASA Personnel/Payroll System (NPPS) has been modified to implement with EE. The NPPS Interface Requirements Working Group was formed to define the interface requirements for NPPS. This group is composed of the NPPS Program Functional Manager, the NPPS Configuration Control Board members, the NPPS Engineering Review Board members, and others.

1.1 Purpose

The purpose of this Interface Control Document (ICD) is to specify the interfaces between EE and NPPS to the level of requirement and design, such that all changes required to implement the interface are known and all design issues are resolved. The ICD forms the baseline specification to be implemented by NPPS and EE. The ICD is attached to a NASA Form 1620, Change Control Request, and allocated to a future release of NPPS.

1.2 Scope

This interface is limited to the EE transactions ~~below implemented by the pilot version of the EE facility, defined by the following transactions:~~

- Federal Tax Withholding
- State Tax Withholding
- Direct Deposit Net Paycheck
- Direct Deposit Allotments
- Check Address
- Home Address Changes
- Federal Employee Health Benefits (FEHB)
- Thrift Savings Plan (TSP)
- EE Bonds

1.3 Employee Express System Overview

Characteristics of Employee Express:

- Empower Employees - Immediate Feedback
- Convenient - No need to get form (in most cases), or go to personnel or payroll office. Use any touch tone phone any time of day, or kiosks at strategic locations in the work area

~~Two new employee actions have been added to the pilot 4 of 15 employee discretionary actions~~

- Reduce Processing Time and Effort
- Eliminates Layer of Activity
- Security and Privacy
- Increase the number of employees covered by adding more agencies to the EE network.

The Technology

- The touch tone phones and the touch screen kiosks handle the same transactions, in practically the same way.
- A touch tone phone is required if you want to telephone EE. A cellular phone cannot guarantee security and privacy.
- The phone system includes a combination of voice and touch tone technology.
- The customer must use a Web browser that supports Secure Socket Layers (SSL) protocol with 128-bit encryption software (strong encryption) and JavaScript enabled.

Transactions

- Federal Taxes - IRS regulations require initial hard copy W-4 with each employer; therefore, federal tax data can only be changed, not initiated. ~~If more than 10 exemptions are entered, EE does not allow the transaction; and a signed, paper copy W-4 form must be submitted to the payroll office.~~
- State Taxes - The capability is provided to change existing state tax data for all participating taxing states. Alabama, Missouri, and Mississippi are not currently participating.
- The EE website (www.employeeexpress.gov) handles the same transactions.

- Net Check Deposit - Financial Institutions Routing Number and Account Number are required to perform this transaction. A net check deposit can be started, changed, or stopped.
- Allotments - Financial Institutions Routing Number and Account Number are required. No hard copy is necessary. An allotment can be started, changed, replaced, or stopped.
- Home Address - You can only make changes to home address information.
- Check Address - For some agencies, this address is mandatory if the net check deposit via EFT is stopped with an EE transaction (Net Check Deposit).
- FEHB - You can start, change, or stop health benefit options.
- TSP - You can start, change, **or** stop, or allocate TSP contributions only during the TSP open seasons.
- EE Bonds – You can start, change, or stop one or all bonds. You are limited to 1 co-owner/beneficiary.

Security

- Each employee has a unique social security - personal identification number (PIN).
- PIN will be mailed to employee's home address.
- PIN number and data can be compromised on a cellular phone.

Assistance

- There are **three two** forms of help desk support - Employee Express help desk, **Employee Express web site help**, and the Agency point of contact. The help desk can be accessed from the 800 number touch phone system from 7AM - 7PM Eastern Standard Time. An Area Code 912 (Macon, Ga.) number is provided for access to the help desk during hours other than normal duty. Employees are not able to access the help desk via the 800 number.

1.4 NASA Personnel/Payroll System Overview

The NPPS is a uniform system used by all NASA installations. The system assists the installations in administering employee personnel and payroll processing and record keeping activities. The system user is able to accomplish data entry for required personnel action processing, view employee records, process payrolls, select on-line reports, and schedule hardcopy reports.

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~~11/99 RLSE 7.44~~12/00 RLSE 8.0

FIELD NAME	LENGTH	POSITION
Home County Code	3	132-134
Home State	4	135-138
Home Zip	11	139-149
Check Street	35	150-184
Check Street2	35	185-219
Check City Code	4	220-223
Check City	16	224-239
Check State	4	240-243
Check Zip	11	244-254
Fed Marital Status	1	255
Fed Exemptions	2	256-257
Fed Deduction Amount	6	258-263
State Residence Code (State Tax Code)	4	264-267
State Marital Status	1	268
State Exemption	2	269-270
State Variance	5	271-275
State Deduction Amount	6	276-281
Direct Deposit Bank Routing Code	9	282-290
Direct Deposit Account Type	1	291
Direct Deposit Account Number	17	292-308
Financial Allotment Bank Routing Code (1)	9	309-317
Financial Allotment Account Type (1)	1	318
Financial Allotment Account Number (1)	17	319-335
Financial Allotment Deduction Amount (1)	7	336-342
Financial Allotment Bank Routing Code (2)	9	343-351
Financial Allotment Account Type (2)	1	352

2.2 Daily Transaction File Processing

The EE facility in Macon, Georgia collects all transactions received via phone, **EE web site**, and kiosk from NASA employees each day. These are consolidated into one transaction file and transmitted to the NASA consolidating center each day, Monday through Friday. If for that day no transactions have been entered by NASA employees, Macon sends a null transaction (all 9s).

2.2.1 Employee Express Daily Transaction File Interface Requirements

Header and Trailer Information

The batch header is the first record in the file and the batch trailer is the last record in the file. The header and trailer records are 80 bytes in length.

Transaction File:

BATCHbHEADERbFORbXX.bbRECORDS:b#####.bCARDS:b#####.bHASHbTOTALS:b#####

BATCHbTRAILbbFORbXX.bbRECORDS:b#####.bCARDS:b#####.bHASHbTOTALS:b#####

XX	Routing code that identifies the agency NASA=07
RECORDS	Total number of records in the file
CARDS	Total number of card images (80 byte records) for RJE transmissions
HASH TOTALS	Total of all transaction codes for all records in the file
b	Denotes a space in the record

The following transactions in the exact format presented are transmitted if input by NASA employees to EE.

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~~11/99 RLSE 7.4~~12/00 RLSE 8.0 |

Transaction Header File for all Actions.

FIELD NAME	LENGTH	POSITION
Transaction Code	4	1-4
Social Security Number	9	5-13
Effective Date	8	14-21
Agency ID	11	22-32
Routing Code	2	33-34
Name Check	3	35-37
Phone/Kiosk/ Web Indicator	1	38
Kiosk Number	4	39-42
Date of Action	8	43-50
Time of Action	6	51-56

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If Transaction Code = 0091 (Bond Start)
 = 0092 (Bond Change)
 = 0093 (Bond Stop)
~~= 0094 (Bond Change Total Deduction Amount)~~
 = 0095 (Bond Stop All)

FIELD NAME	LENGTH	POSITION
Bond Deduction Amount	9	57-65
Bond Denomination	1	66
Bond Owner's SSN	9	67-75
Bond Owner's Name	33	76-108
Bond Mailing Street 1	33	109-141
Bond Mailing Street 2	33	142-174
Bond Mailing City	20	175-194
Bond Mailing State	2	195-196
Bond Mailing Zip	11	197-207
Co-Owner/Beneficiary Designator	1	208
Co-Owner/Beneficiary Name	28	209-236
Bond ID	3	237-239
Overseas Address Indicator	1	240
Filler	56	241-296
Pay Period Date	8	297-304
Filler2	160	305-464
File ID	6	465-470
Processing ID	10	471-480
Filler3	80	481-560

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Specific Information for each Action

Start: Employees will be allowed to add a new Savings Bond allotment if the action will not exceed the maximum of 10 bonds.

Change: Employees will be allowed to make changes to their deduction amount, bond type or denomination, owner's name, owner's SSN, street, city state, zip, co-owner/beneficiary's name, and the co-owner/beneficiary indicator.

~~Changes in bond type will result in two transactions, a stop followed by a start.~~

Changes in a bond's denomination will ~~also~~ result in ~~the~~ 2 transactions; a stop followed by a ~~/start~~ combination.

Stop: Employees will be able to select the bond they wish to stop.

Stop All: Employees will be able to stop all bonds. One stop transaction will be generated for each bond the employee has.

~~Change Total Deduction Amount: Employees will be allowed to change the amount of the deduction for each bond, not their total bond deduction.~~

Rotating owners and co-owner/beneficiaries (rotating bonds) will not be supported through Employee Express.

General Interface Requirements for State Tax

To handle records of employees who have filed exempt from State Tax through agency systems:

The master file extract record (generated by the agency system) for such an employee contains an 'X' in Marital Status, and zeroes in the Exemption and Additional Withholding fields. When the record is displayed/spoken in EE, the system tells the user that their current status is Exempt from State Tax. The employee may change the exemption status by completing/changing any of the fields. The EE transaction file passes back to the agencies these changes along with whatever was in the extract record for those fields the employee does not change and the agency systems must assure any such data does not cause the action to reject in the agency system.

When an agency has an employee withholding state tax for a state that is not participating in EE, the extract data must contain the State Residence Code of the state, but all other state tax fields should be null-filled.

General Interface Requirements for Federal Tax

To handle records of employees who have filed exempt from Federal Tax through agency systems:

The master file extract record (generated by the agency system) for such an employee contains an 'X' in Marital Status, and zeroes in the Exemptions and Deduction Amounts fields. When the record is displayed/spoken in EE, the system tells the user that their current status is exempt from Federal Tax. The employee may change the exemption status by completing/changing any of the fields. The EE transaction file passes back to the agencies these changes along with whatever was in the extract record for those fields the employee does not change and the agency systems must assure any such data does not cause the action to reject in the agency system.

2.2.2 NASA (NPPS) Design Requirements

The EE facility sends a daily transaction file in the format specified above to NASA provides the capabilities specified in the following paragraphs.

2.2.2.1 NPPS Daily Update from Employee Express Transaction File

NASA CPO processes and posts transactions to the appropriate center NPPS suspense files (NPS2-PAY-SUSPENSE or NPS2-PER-SUSPENSE). Timing of the maturing of the Personnel EE transactions is at the option of each NASA center. Payroll is at option of CPO. The processing requirements are as follows:

Receive the Daily Transaction File - This process looks for a current transaction file each day. When a current file is found (data set not empty), the hash counts are verified and an appropriate action is taken based on the results (unequal hash counts produce an error message).

Apply the Daily Transactions - This process converts the EE transactions to the appropriate NPPS suspense file format and posts the transactions to the corresponding NPPS suspense file. If the EE transaction file is empty, a message so stating is posted to the NPPS batch job log. The process does not process a transaction for which a matching active or terminating employee is not found on the NPPS master files. Refer to Appendix B, Reports, to view the EE Transactions Report received from OPM.

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ACTION: Federal Tax for NASA (input)

FIELD NAME	FIELD DESCRIPTION	INPUT	LGTH	R/O	A/N	EDITS
Marital Status	Denotes the marital status claimed or Exemption from Federal Taxes	User	1	R	A	M = Married S = Single X = Exempt from Federal Taxes
Exemptions	Number of exemptions claimed or 0	User	2	R	N	Values: 0-10 0 if 'X' for Marital Status
Deduction Amount	Amount of additional deductions to be withheld per pay period or 0	User	3	O	N	\$\$\$ 0 if 'X' for Marital Status

ACTION: State Tax for NASA (input)

FIELD NAME	FIELD DESCRIPTION	INPUT	LGTH	R/O	A/N	EDITS
Residence Code	State where taxes are paid (NPPS fills first two positions with state code)	User	2	R	A/N	Valid Postal Abbreviation
Marital Status	Married or Single	User	1	R/O *	A/N	'M' or 'S'
Exemptions	Number of exemptions claimed	User	2	R/O *	N	0 - 10
Variances	Variable, depending on state (NPPS posts a minus sign in the first position if a negative deduction amount is contained in the employee record for CT state tax)	User	5			
Deduction Amount	Amount of additional deductions to be withheld per pay pd	User	4.0 (signed)	O	N	\$\$\$\$

NASA - NPPS EMPLOYEE EXPRESS INTERFACE CONTROL DOCUMENT

41/99 RLSE 7.4412/00 RLSE 8.0 |

ACTION: Direct Deposit (Net Allotment) for NASA (input) *

FIELD NAME	FIELD DESCRIPTION	INPUT	LGTH	R/O	A/N	EDITS
Bank Routing Code	Identifies bank for direct deposit	User	9	R	N	Table from Treasury
Account Type	Identifies type of account	User	1	R	A/N	C = Checking S = Savings
Account Number	Identifies employee bank account	User	17	R	A/N	Can include blanks and dashes

*A STOP EFT transaction is rejected by the NASA processing of daily EE transactions. It can then be reviewed manually.

ACTION: Financial Allotment for NASA (input)

FIELD NAME	FIELD DESCRIPTION	INPUT	LGTH	R/O	A/N	EDITS
Bank Routing Code	Identifies bank for direct deposit	User	9	R	N	Table from Treasury
Account Type	Identifies type of account	User	1	R	A/N	C = Checking S = Savings
Account Number	Identifies employee bank account	User	17	R	A/N	Can include blanks and dashed
Deduction Amount	Amount to be deducted per pay period	User	5	R	N	\$\$\$\$\$

ACTION: FEHB Start, Change, Stop (input)

At this time the edits for these actions have been included in Appendix B-D, Data Cross Reference. After verification and further analysis they will be incorporated into this document.